



26379 Fremont Rd.
Los Altos Hills, CA 94022
(650)941-7222 FAX (650)941-3160

APPLICATION FOR EMPLOYMENT

Position desired: _____

Please read carefully and complete by printing in ink or typing.

An Equal Opportunity Employer

We are an equal opportunity employer, and we do not and will not discriminate on the basis of race, religion, national origin, sex, age, disability, marital status, or status as a disabled veteran. Information provided on this application will not be used for any discriminatory purpose.

Provide all information requested. (A resume is appropriate for attachment but should not be submitted in lieu of a completed application.)

Your completed application form will be maintained in our files for two (2) years from the date of application. You may submit a new application at any time.

PERSONAL

Full Name: _____ Age (if under 18) _____
(Last) (First) (M.I.)

Address _____
(Number and Street) (Apt. No.) (City and State) (Zip)

Home Phone _____ Business Phone _____ Cellular Phone _____

Do you have a valid driver's license? Yes _____ No _____ License No. _____ State Issued _____

Have you ever been convicted of charges other than minor traffic violations? ⁽¹⁾ _____ (The existence of a criminal record is not an automatic bar to employment.) If yes, please explain: _____

Do you have any relatives employed by the Town? _____ If yes, give names and relationship: _____

Are you willing and able to respond to nighttime or weekend emergencies? _____

⁽¹⁾ You may exclude convictions that have been sealed, expunged or eradicated, misdemeanor convictions for which probation has been completed, and certain marijuana convictions set out in California Labor Code Section 432.8.

EDUCATION

Circle highest year completed: 7 8 9 10 11 12 Comm. College College Grad. Study

Name of School	Dates Attended		Major	Year Graduated	Yrs/Credits
	From	To			

High School _____

College or University (list all attended): _____

Business or Trade School: _____

Other Training: _____

Machines or equipment qualified to operate: _____

Computer skills (hardware and software): _____

Other skills that would qualify you for position sought: _____

Professional licenses or registrations: _____

REFERENCES

List 3 persons who are well acquainted with your professional qualifications:

Name	Address	Occupation	Phone
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EXPERIENCE

_____ Name of Employer		From _____	To _____
_____ Street	_____ City and State	Salary _____	Start _____ Present/Final _____
_____ Supervisor: Name/Title		May we contact? _____	Telephone _____
Your title and duties _____			
Reason for leaving _____			

_____ Name of Employer		From _____	To _____
_____ Street	_____ City and State	Salary _____	Start _____ Present/Final _____
_____ Supervisor: Name/Title		May we contact? _____	Telephone _____
Your title and duties _____			
Reason for leaving _____			

_____ Name of Employer		From _____	To _____
_____ Street	_____ City and State	Salary _____	Start _____ Present/Final _____
_____ Supervisor: Name/Title		May we contact? _____	Telephone _____
Your title and duties _____			
Reason for leaving _____			

_____ Name of Employer		From _____	To _____
_____ Street	_____ City and State	Salary _____	Start _____ Present/Final _____
_____ Supervisor: Name/Title		May we contact? _____	Telephone _____
Your title and duties _____			

Reason for leaving _____

ADDITIONAL INFORMATION

AGREEMENT

I hereby certify that the information contained in this application form is true and correct to the best of my knowledge and agree to have any of the statements checked by the Town unless I have indicated to the contrary. I authorize the references listed above to provide the Town any and all information concerning my previous employment and any pertinent information that they may have. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to the Town as well as from the use or disclosure of such information by the Town or any of its agents, employees, or representatives. I understand that any misrepresentation, falsification, or material omission of information on this application may result in my failure to receive an offer or, if I am hired, in my dismissal from employment.

Applicant Signature _____ Date _____

If any of your educational or employment records are under other than the above name, please provide other names.

OPTIONAL INFORMATION:

To assist in future recruitment efforts, please indicate where you saw this job listed:

___ Jobs Available

___ Mercury News

___ Websites of professional organizations (please list): _____

___ Flyers sent to city/county

___ Town of Los Altos Hills website

